

SELECTBOARD MEETING  
*Approved Minutes*

April 12, 2018

7:00pm EMFD Station 2

**JOINT MEETING OF THE CALAIS SELECTBOARD, EAST MONTPELIER SELECTBOARD and  
EMFD BOARD OF DIRECTORS**

**Financial Review and General Update**

**Attending:** Calais Selectboard Members: Denise Wheeler, Sharon Fannon, Clif Emmons and Rose Pelchuck; East Montpelier Selectboard Member: Gene Troia; Bruce Johnson, East Montpelier Town Administrator; EMFD Board Members: Ty Rolland, Chief, Sandy Conti, Jason Cote-Wong, Albert Petrella, Board Members; Lela McCaffrey and Judy Woodbeck, Treasurer/Administrative Assistant.

Denise Wheeler called the meeting to order at 7:09 pm for the Calais Selectboard. Denise and Ty Rolland welcomed everyone and introductions were made. The purpose of these quarterly meetings is to keep the towns informed about what is going on at EMFD and to keep good communications between all parties.

EMFD has a new Treasurer/Administrative Assistant, Judy Woodbeck, who comes with many years of office experience. Lela McCaffrey from Fothergill, Seagle & Valley Accounting firm in Montpelier was also introduced.

**Financial Review** – Ty Rolland acknowledged the EMFD financial bookkeeping system has been amiss for a while and decided to hire Lela McCaffrey from Fothergill, Seagle & Valley to get the financials straightened out and current. Lela reviewed FY 2018 financials with the Selectboard through February 28, 2018. Lela introduced a new format for the Profit & Loss Report and Balance Sheet explaining in detail the corresponding figures. Questions and answers were provided. Budget review of actuals through March 31<sup>st</sup> were reviewed for both fire side and ambulance side. Previous independent audits have recommended changing from cash basis accounting to accrual basis. Much consideration has gone into this; Ty Rolland reported the EMFD Board will move to a modified cash basis accounting system.

**EMFD General Update** – reported by Ty Rolland, Chief:

Driveways and private road construction and maintenance have become an increasing issue for emergency responders. Homeowners often do not keep their driveway clear and graveled enough to support fire trucks and ambulances to get to their house in the event of an emergency. Ty reports these access issues are becoming more and more of a problem. Tree limbs, narrow driveways and lack of space to turn around are things EMFD has to deal with. Camp Road in Calais was singled out as very narrow with over-hanging tree branches restricting access. EMFD may not be able to reach a residence in a timely manner if the vehicles cannot get to where they need to go. Winter maintenance of roads was also discussed. Town roads need to be accessible both day and night. Ty urged the Selectboard to be sure the local zoning regulations talk about the need for clear passage of emergency vehicles for new developments, driveways and private roads. Ty Rolland has been asked to look at the new, proposed six-lot development in Maple Corner to be sure it is planned for emergency vehicle accessibility. Denise Wheeler will check the Calais Zoning Regulations with regard to proper layout and design of driveways and private roads.

The regional District 6 Ambulance Board met and discussed being prepared for a mass casualty event. With the many demonstrations at the State House in Montpelier, the District Board realizes they are ill-prepared were something major happen in our local area. Ty urged the Selectboard to think

about local emergency response preparedness. Ty said the District 6 Ambulance Board will plan a mass casualty drill in the future.

E-911 response was discussed. Anne Winchester is the newly appointed E-911 Coordinator in Calais. Some residents of Calais have 911 addresses that say Plainfield, Sharon Fannon and Rose Pelchuck for example. The E-911 maps should be reviewed to be sure Calais residents can be found in their time of need.

Ty Rolland reported an increasing number of incidents involving downed power lines. Ty has seen first hand people putting their lives at risk by not thinking about the risk of being near downed power lines. One should always assume the lines are live. Ty suggested a public warning notice on Front Porch Forum about this issue to prevent a tragedy from occurring.

**EMFD Update** – Ty Rolland reported three new members have joined, one from Calais, one from East Montpelier and one from Montpelier. They have been attending for a couple of months and hope they continue in their training.

The final loan payment for the self-contained breathing apparatus (SCBA) replacement has been made.

The Call Log data was reviewed for both fire and ambulance. Ty noted an aging population, many mental health calls, more violence and incidents involving weapons make this a potentially very, dangerous job.

The ambulance billing collection rate for FY 2018 is 65% through February.

Dry Hydrant installation at the new Route 14 Bridge is back on the table per Ty Rolland. Bruce Johnson mentioned possibly reactivating the hydrant system in East Montpelier Village. There may also be a potentially new location for a dry hydrant on Coddling Road in East Montpelier.

The Calais Selectboard thanked EMFD for all the hard work they do for our community.

Sharon Fannon made a motion to adjourn at 8:30 pm. The motion was seconded, voted on and carried 4-0.

Respectfully submitted,

Rose Pelchuck, Selectboard Member